Digital Stormwater Project Boundary Submittal Instructions

As part of the agency's continuing efforts to expedite and improve service to its customers, SCDHEC/OCRM will begin requiring a digital submission showing the **outermost project perimeter** (only one) of a stormwater project along with **each** application. Submittals are required for all projects that meet one or both of the following characteristics: (1) call for total land disturbance of 2 acres or greater, or (2) are within 0.5 miles of a receiving waterbody. In other words, ***all projects that require a stormwater permit must submit a digital project boundary***. Currently, this is the same boundary OCRM clients have been submitting drawn on a USGS topographic map. It is anticipated that these digital submittals will help us streamline our process to better serve you. Land disturbance boundaries are not meant to convey legal boundaries of any kind. The protocol for these submittals is as follows:

SCDHEC/OCRM's clients submitting permit applications must submit, concurrent with each application, the following:

(1) One AutoCAD .dwg file (saved as version 2000 or earlier) showing the property boundary of the project site drawn using a polyline. The polyline should be closed to its point of beginning, properly oriented North and the POB should be registered to an approximate state plane coordinate (NAD 1983 in international feet) for that property corner. *List the properties of the boundary polygon before sending the file for review to ensure the polygon is closed to its point of beginning.* ***Closing the project boundary using object osnap (osnap) and selecting the POB endpoint DOES NOT CLOSE the polygon.*** *To close the polygon completely, right click and select close when drawing the last line of the project boundary.* The submittal must consist of **one, and only one, polyline representing the project property boundary (not just the area of land disturbance, unless the entire site is disturbed).**

OCRM does not need or want annotation**, points, map symbols or additional features within this drawing file.

**(The only exception to the above statement is annotation showing the state plane coordinates of the POB. It is not required, but can prove helpful in the event submittal problems.)

and

(2) One Digital Submittal Details form (attached for your reference). Please make certain that the project name listed on the submittal form matches the project name listed on the application.

(1) and (2) should be attached to an email and sent to Matthew Pendleton (pendlemr@dhec.sc.gov) ***and*** CC'd to the appropriate OCRM project manager:

- Richard Geer (geerrv@dhec.sc.gov) – Berkeley & Charleston (Areas West of the Cooper River)
- Shannon Hicks (hickss@dhec.sc.gov) – Charleston (Areas East of the Cooper River) & Georgetown
- Bill Kregloe (kreglowl@dhec.sc.gov) – Horry
- Tara Maddock (maddoctc@dhec.sc.gov) – Beaufort, Colleton, Dorchester & Jasper

Floppy disks or CD's containing (1) and (2) will be accepted in lieu of the email, but are not preferred.

Applications will not be accepted until OCRM has received an acceptable digital project boundary. Acceptability will be based upon compatibility with our system and cooperation with the above specifications. *Local land surveyors are available who may provide AutoCAD services, if an applicant does not have access to AutoCAD software in-house. SCDHEC/OCRM is not responsible for fees incurred.*

For any data submission issues, please contact Josh Boulware, SCDHEC/OCRM GIS Manager, at boulwajb@dhec.sc.gov. We will happily provide any assistance needed by applicants to ensure timely processing of digital submittals.

For your convenience, these instructions, along with the Digital Submittal Details form, will be posted at:

http://www.scdhec.net/ocrm/HTML/apps.html

Thank you for helping us to improve our customer service.

Digital Submittal Details for Stormwater Projects Requiring Permits

Date:

Project Name:

County:

SCDHEC/OCRM Project Manager:

Parent Parcel#:

Prepared by/Firm Name:

Engineer of Record: